

Message

---

**From:** Lundelius, Diana [Lundelius.Diana@epa.gov]  
**on behalf of** R6WELLCOMPLETION [R6WELLCOMPLETION@epa.gov]  
**Sent:** 2/7/2018 8:10:45 PM  
**Subject:** IMPORTANT - NSPS OOOO/OOOOa Report and Notification Electronic Submission

Hello,

If you receive this email, you have recently submitted one or more paper copy NSPS OOOO/OOOOa annual reports or other notifications. ***If you already received this message, apologies for this duplicate.*** EPA Region 6 very much appreciates your timely report or notification submission. In accordance with new Lean Management directives, we are making changes to reduce costs associated with managing and maintaining paper records – both for the regulated community and for EPA. Please be advised that, **effective immediately with your receipt of this email communication, EPA Region 6 will no longer accept paper copy reports, notifications, or other correspondence/communication for reporting under NSPS OOOO and OOOOa.** Additionally, please **DO NOT** send compact disks or USB (flash) drives in lieu of paper copies, and **DO NOT** send paper copies **IN ADDITION** to emailed transmittals. In the future, please submit all required correspondence electronically by email to [R6WellCompletion@epa.gov](mailto:R6WellCompletion@epa.gov). (Please do not send reports to my personal EPA email address. )

Use the following instructions to submit your reports and data by email:

1. Acceptable file formats are limited to Adobe pdf files, or, compressed zip files with any combination of Microsoft Word, Excel or Adobe documents. NO OTHER FILE FORMATS will be accepted.
2. ***Required regulatory report submissions become public record. NO CONFIDENTIAL BUSINESS INFORMATION (CBI) or claims of Confidentiality should be in your submitted documents. To ensure security of such information, CBI cannot be accepted via email.***
3. Please be sure that your scanned submissions include a copy of the signature by your responsible official, as appropriate.
4. Photos should be embedded in Word or Adobe documents wherever possible. As an alternative, a large number of photo records may be submitted in jpeg format in a compressed zip file.
5. Pdf or zip file attachments should not exceed 10 MB total. Several email transmissions may be necessary in this regard.
6. In the Subject line of your email, please use the following format: NSPS OOOO/OOOOa-Company Name/Facility Name-State or Tribal Land-Name of Report-Time Period Covered
7. In the body of the email, please include the contact name, company name, mailing address, phone number and email address for the person who can answer technical questions regarding the submission.
8. Because of the volume of reports and notifications received, EPA cannot provide confirmation for each individual report. If a delivery confirmation is desired, please use your email program to exercise the option to receive a Delivery and/or Read receipt for your email submissions.

EPA appreciates your cooperation with this request. **You do not need to resubmit your recent hard copy reports by email.** If you have additional questions, please **email** me so that I can include other companies in my responses who may have asked the same questions.

Best regards,

Diana L Lundelius, CHMM  
Fellow of the Institute of Hazardous Materials Management (IHMM)  
R6 Process Improvement Network – Lean Six Sigma Black Belt  
CAA Consent Decree Coordinator  
**NSPS OOOO/OOOOa Notification & Reporting Tracking Coordinator**  
Lean Six Sigma Black Belt  
Senior Enforcement Officer  
USEPA Region 6  
Compliance Assurance & Enforcement Division  
Air Enforcement Branch

Air Permitting Enforcement Section, Mail Code 6EN-AA  
1445 Ross Avenue, Suite 1200  
Dallas TX 75202-2733  
214-665-7468  
Lundelius.Diana@epa.gov  
R6WellCompletion@epa.gov